

<b>Legislation / local law requirements</b>	Section 135 of the Health Act 1911 Schedule 3.1 of the Local Government Act 1995.
<b>Relevant delegations</b>	Delegation 2.2.19 - Defer payment, grant discounts, waive fees or write off debts
<b>Related policy procedures and documents</b>	<ul style="list-style-type: none"> <li>Council Policy No. 3.8.3 – Concerts and Event</li> <li>Council Policy No. 7.6.9 – Heritage Assistance Fund</li> <li>Sustainable Environment Strategy</li> <li>Community Funding Application and Assessment Overview</li> <li>Collaborative Grants Application Form</li> <li>Community Innovation Application Form</li> <li>Community Support Grants Application Form</li> <li>Cultural Kickstart Application Form</li> <li>Donations Application Form</li> <li>Female Sports Participation Grants Form</li> <li>Transport Assistance Application Form</li> <li>Youth Development Grants Application Form</li> <li>Reduction or Waiving of Fees Application Form</li> <li>Council Policy 7.6.4 - Heritage Management - Interpretive Signage</li> <li>Council Policy 7.6.3 - Trees of Significance</li> </ul>

## PURPOSE

The City of Vincent regularly receives requests from a range of community groups, organisations and individuals for the provision of financial support towards projects, programs, events and other initiatives. The total sum of these requests exceeds the level of financial support available, and as such, it is not possible to provide support in every instance.

This Policy outlines the various Community Funding opportunities available from the City of Vincent, with the specific funding category purpose and eligibility criteria then guiding the level of financial support that may or may not be provided.

The Community Funding opportunities outlined in this policy are solely for the purpose of delivering positive outcomes in the City of Vincent for the local community.

Applicants are not guaranteed funding and no applicant can be guaranteed full funding. Any initiatives previously supported through Community Funding cannot be guaranteed funding in future years and this should be closely considered when developing an application.

This Policy is supported by specific funding category guidelines, criteria and application forms that Administration may update from time-to-time to ensure Community Funding reflects Council and community priorities.

The availability of financial support remains subject to Community Funding allocations within Council's Annual Budget that may vary from year-to-year based upon Council and community priorities.

Council's Advisory Groups may be consulted in the assessment of Community Funding applications based upon their Terms of Reference and specific expertise.

## OBJECTIVE

- To provide financial assistance through grants, sponsorship, donations, waivers and in-kind support which assist groups, organisations and individuals to deliver positive community outcomes.
- To utilise community funding as a strategic opportunity to strengthen quality of life within Vincent through improved community engagement, partnerships and participation
- To complement and support both Council and community priorities through a range of community funding initiatives

## POLICY

The City of Vincent recognises that community funding provides a significant opportunity to work collaboratively with the local groups, organisations and individuals to deliver activities which increase social participation, promote social inclusion and strengthen connections within our community. A variety of funding initiatives are offered each year to meet the diverse range of interests, demands and priorities throughout the Vincent community.

### 1. Seeding Grants

Seeding Grants aim to support City of Vincent based groups, organisations and individuals seeking to implement a new, innovative project that will benefit the local community. 'Cultural Kickstart' grants are available for new projects related to cultural development, artistic development, community art projects or events. 'Community Innovation' grants are available for new projects related to community development, education or recreation.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. A one-off amount up to **\$5,000** may be available for each individual project through this funding category.

### 2. Community Support Grants

Community Support Grants aim to support City of Vincent based groups, organisations and individuals to deliver programs and services that address key social issues impacting the local community. Grants are available for programs and services that demonstrate outcomes that will build a strong and resilient community as well as initiatives that ensure the ongoing sustainability of community organisations.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$10,000** may be available for each individual program or service through this funding category.

### 3. Youth Development Grants

Youth Development Grants aim to support young people within the City of Vincent who are dedicated to addressing key social, economic and environmental issues within the local community. Focus areas include community and social entrepreneurship, environment and sustainability, arts and creative expression, and leadership and personal development.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$1,000** may be available for each individual program or service through this funding category

## 4. Collaborative Grants

Collaborative Grants aim to establish partnerships between the City of Vincent and service delivery agencies that reside and/or operate within our local community in order to effectively respond to a recognised community focus area as determined by Council. This focus area will be reviewed on an annual basis to ensure alignment with Council priorities and community demands.

Funding applications are considered and approved by an Assessment Panel comprising Council representatives. An amount up to **\$85,000** may be available for each individual project, program or service through this funding category.

## 5. Female Sports Participation Grants

Female Sports Participation Grants aim to support City of Vincent based sport and recreation clubs and State Sporting Associations to establish activities, programs or projects that promote and encourage equal participation of women and girls in sport. Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to \$2,000 may be available for each individual activity, program or project through this funding category.

## 6. Festival and Event Sponsorship

Festival and Event Sponsorship aims to support City of Vincent based groups and organisations to deliver festivals, events and other similar activities which contribute to community vibrancy. Sponsorship will be provided through direct funding and/or in-kind services with the level of support determined by the value to the Vincent community in terms of economic, cultural and social outcomes. Through a formal Sponsorship Agreement applicants are required to acknowledge support from the City of Vincent.

Sponsorship applications are assessed annually by Administration based upon sponsorship criteria with recommendations to Council for formal consideration. There is no maximum amount of funding for each festival or event through this funding category with amounts awarded based on alignment with the Guidelines and Criteria as well as Council priorities.

Applicants should also refer to *Council Policy No. 3.8.3 – Concerts and Events*.

## 7. Town Team Grants

Town Team Grants aim to support the six recognised Town Teams within the City of Vincent (Beaufort Street Network, Leederville Connect, Mount Hawthorn Hub, North Perth Local, Northbridge Common and The Pickle District) to deliver initiatives that improve the performance of town centres and districts, events and/or assistance with their ongoing governance and sustainability.

Grant applications are assessed and approved by Administration based upon funding category guidelines, Town Centre Place Plans and Town Team Action Plans. An equal amount of funding will be made available to each Town Team annually, subject to Community Funding allocations within the City's Annual Budget.

An amount up to **\$10,000** may be available for each individual Town Team through this funding category. The City encourages Town Teams to apply for Community Funding however, the Town Teams Grant must be fully exhausted prior to applying for any other funding category, with the exception of Festival and Events Sponsorship.

## 8. Environmental Grants

Environmental Grants are designed to assist and encourage schools, community groups and organisations to implement local projects or initiatives that align with the objectives of the City of Vincent *Sustainable Environment Strategy*.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$2,000** may be available for each individual project, program or service through this funding category.

## 9. Heritage Assistance Fund

The Heritage Assistance Fund provides financial assistance to persons who wish to undertake approved heritage conservation projects on places listed on the City of Vincent Municipal Heritage Inventory. Applicants should also refer to *Council Policy No. 7.6.9 – Heritage Assistance Fund*.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$5,000** may be available as a matched grant of 50% for each individual project through this funding category.

## 10. Heritage Plaques Program

The Heritage Plaques Program provides financial assistance to persons who wish to install a plaque or alternative form of interpretation to recognise and celebrate places of heritage interest in the City of Vincent that are either in situ or have been demolished. Applicants should also refer to *Council Policy 7.6.4 Heritage Management – Interpretive Signage*.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$1,000** may be available as a matched grant of 50% for each individual project through this funding category.

## 11. Active Transport Schools Grants

Active Transport Schools Grants provide financial assistance for schools located within the City of Vincent towards active transport events, bike education and as an additional source of funding for schools participating in the Department of Transport's Your Move Connecting Schools program. The grants should encourage, support and celebrate children, parents and staff in the City to choose active transport options to get to and from school.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$1,000** may be available for each individual program or service through this funding category.

## 12. Active Transport Community Initiatives Grants

Active Transport Community Initiatives Grants provide financial assistance to eligible community groups and not-for-profit organisations to help fund community programs that promote or assist the community to engage in active transport. The grant can be applied to the presentation of a one off event or the development of a program which encourages, supports or celebrates initiatives that promote Vincent residents choosing active transport options.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$2,500** may be available for each individual program or service through this funding category.

## 13. Transport Assistance

Transport Assistance is provided to eligible residents who have difficulty accessing transport to and from medical appointments. Such assistance is provided through direct referral to community based organisations that provide transport services or through prepaid taxi vouchers.

Requests for assistance are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$100** may be available to individuals and **\$150** may be available to each couple annually, in the form of pre- paid taxi vouchers, through this funding category.

#### 14. Special Assistance Welfare

Special Assistance Welfare is provided by the City of Vincent to undertake repairs on a property and/or remove items to prevent the serving of a notice under Section 135 of the *Health Act 1911* "Unfit for Human Habitation" or Schedule 3.1 of the *Local Government Act 1995*. Such support is provided where an individual requires financial assistance to improve the condition of their premises with any funds paid directly to service providers/businesses engaged to undertake the works. No funds are paid to the individual(s) inhabiting the property.

Determinations regarding the provision of Special Welfare Assistance and the amounts required are made by Administration on a case-by-case basis.

#### 15. Donations

General donations towards not-for-profit organisations and charities located in or servicing the local community will be considered where such assistance supports the delivery of projects, programs or services. The applicant must identify the specific community need or benefit based upon local research or consultation.

Donation requests are assessed and approved by Administration. An amount up to **\$500** may be available.

#### 16. Waiving of Fees (including In-kind Donations)

The waiving or reduction of fees for community groups, organisations and individuals will be considered where such assistance supports the delivery of projects, programs, services or fundraising initiatives. The applicant must identify the specific community benefits associated with their activity and demonstrate their limited financial capacity to pay relevant fees.

This may include (but is not limited to):

- The hire of community facilities and town halls (bonds excluded);
- Banner pole hire;
- Road closures/obstructions and special event parking;
- The hire of parks, reserves and playing fields;
- Street entertainment and busking permits;
- Stall Holder / Trader Permits (except food related stalls); and
- Beatty Park Leisure Centre and facility usage fees.

Waiver requests are assessed and approved by Administration. An amount up to **\$2,000** may be available with any requests above this amount requiring decision making by Council

#### 17. Emergency Relief Donations

Emergency Relief Donations may be available to residents who are considered vulnerable due to experiencing hardship, or being at risk of hardship during a declared State of Emergency. The donation

shall be in the form of the purchase of essential goods and/or services for the affected resident. No cash donations are permitted under this funding stream.

Administration will determine the level of need on a case by case basis and following investigation of whether appropriate assistance is available through other existing emergency relief programs or services. A total amount of up to **\$500** over a six month period may be available for each individual through this funding category.

## 18. Student Citizenship Awards

Student Citizenship Awards support annual school awards and acknowledge the contributions made by our youth to the City of Vincent. Student Citizenship Awards will be presented annually to up to three (3) students (where there are three classes) in the final years of Primary School, Junior High School (Year 10) and Senior High School (Year 12) attending schools located in the City of Vincent.

A total of up to **\$550.00** is provided to each school participating in the Awards, with **\$250** being allocated to the school and up to **\$100** worth of gifts being provided to each student in the form of a book voucher and framed certificate.

## 19. Trees of Significance Assistance Fund

Owners of trees listed on the Trees of Significance Inventory may be eligible for financial assistance for work associated with the listed tree through the City's Trees of Significance Incentive Fund. Applicants should also refer to *Council Policy 7.6.3 Trees of Significance*.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$2,000** in any 5 year period may be available as a matched grant of 50% for each individual through this funding category.

## SCOPE

This Policy applies to City of Vincent based groups, community groups, not-for-profit organisations and charities located in or servicing the local community, schools located within the City of Vincent, organisations and individuals seeking financial support towards projects, programs, events and other initiatives.

## DEFINITIONS

**“Donation”** is a cash contribution to an organisation or group for the purpose of assisting an activity, event or program with a charitable, welfare or community service orientated purpose.

**“Emergency Relief Donation”** is a charitable contribution of essential goods and/or services made to eligible residents during a declared state of emergency.

**“Fees and Charges”** are stipulated monetary amounts established through Council’s Annual Fees and Charges Schedule and levied where an organisation, group or individual seeks the use of a City of Vincent managed facility or reserve.

**“Grant”** is a cash contribution made to an organisation or group for the sole purpose of delivering a specific project with mutually agreed outcomes and performance measures. Grants must be fully acquitted at the conclusion of the project.

**“In-kind donation”** is a contribution to an organisation or group through the provision of City of Vincent services, resources and facilities although no monies are physically exchanged.

**“Sponsorship”** is a cash and/or in-kind contribution to an organisation or group for a specific purpose or event where the City of Vincent receives public recognition for its contribution in a manner negotiated by both parties. Sponsorship must be fully acquitted at the conclusion of the project or event.

OFFICE USE ONLY	
RESPONSIBLE OFFICER	Manager Marketing and Partnerships
INITIAL COUNCIL ADOPTION	Date: 24/07/2018, Ref# D17/67260
REVIEWED / AMENDED	Date: 24/07/2018, Ref#: D19/36552 Date: 18/09/2018, Ref#: D19/133707
NEXT REVIEW DATE	Date: 12/05/2020

# Community Funding Policy



## Attachment 1: Community Funding Application and Assessment Overview

Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
<b>Seeding Grants</b>	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	\$5,000	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
<b>Community Support Grants</b>	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	\$10,000	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
<b>Youth Development Grants</b>	Not-for-profit organisations, clubs, associations, social enterprises, registered charities and individuals	\$1,000	Applications accepted throughout the year	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
<b>Collaborative Grants</b>	Service delivery agencies, not-for-profit organisations, social enterprises and registered charities	\$85,000	Annually in September or as specific community needs are identified by Council.	Assessment Panel comprising Council and Administration representatives will assess applications based on category guidelines and criteria



# Community Funding Policy



Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
<b>Female Sports Participation Grants</b>	Not-for-profit organisations, State sporting associations and sport and recreation clubs.	\$2,000	Applications accepted throughout the year.	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
<b>Festival and Event Sponsorship</b>	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	N/A	Annually in March	Administration will assess applications based on category guidelines and criteria, and prepare a report for consideration at an Ordinary Meeting of Council
<b>Town Team Grants</b>	Beaufort Street Network, Leederville Connect, Mount Hawthorn Hub, North Perth Local, Northbridge Common and The Pickle District	Subject to Annual Budget	Applications accepted throughout the year until specific Town Team funds are exhausted	Administration will assess applications based on Town Centre Place Plans, Town Team Action Plans, and category guidelines and criteria
<b>Environmental Grants</b>	Schools, not-for-profit organisations, clubs, associations, social enterprises, and registered charities	\$2,000	Annually in March	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
<b>Heritage Assistance Fund</b>	Property owners with a place on the City of Vincent Municipal Heritage Inventory and/or State Register of Heritage Places or within a heritage area	Up to 50% of the total cost of works up to \$5,000 maximum	Applications accepted throughout the year until funds are exhausted or as specific needs are identified by Policy and Place	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities

# Community Funding Policy



Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
<b>Heritage Plaques Program</b>	Property owners and not-for-profit organisations	50% contribution up to \$1,000 maximum	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
<b>Active Transport Schools Grants</b>	Schools	\$1,000	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
<b>Active Transport Community Initiatives Grants</b>	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	\$2,500	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
<b>Transport Assistance</b>	Residents with demonstrated difficulty accessing transport to attend medical appointments	\$100 for individuals or \$150 for couples	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, and the availability of alternative Home and Community Care (HaCC) services
<b>Special Assistance Welfare</b>	Residents requiring property repairs to prevent serving of a notice under Section 135 of the <i>Health Act 1911</i> or Schedule 3.1 of the <i>Local Government Act 1995</i>	N/A	N/A	Administration will assess situations where such assistance is required on a case-by-case basis

# Community Funding Policy



Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
<b>Donations</b>	Non-profit-organisations and registered charities	\$500	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
<b>Waiving of Fees</b>	Not-for-profit organisations, clubs, associations, social enterprises, registered charities and individuals	\$2,000	Applications accepted throughout the year	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
<b>Emergency Relief Donations</b>	Residents	\$500	Applications are accepted during a declared emergency or disaster	Administration will assess applications based on category guidelines and criteria, and the availability of alternative emergency relief services
<b>School Citizenship Awards</b>	Local City of Vincent School	Up to \$550	Applications are accepted annually and are distributed at graduation ceremonies	Administration will assess applicants provided by school Principals and teaching staff based on: <ul style="list-style-type: none"> <li>• Qualities of citizenship, such as enthusiasm, interest, fairness and participation in school and community affairs;</li> <li>• Personal qualities;</li> <li>• Personal development, academic achievement; and</li> <li>• A good knowledge of Government, Local Government and City of Vincent.</li> </ul>
<b>Trees of Significance Assistance Fund</b>	Property owners with a place on the City of Vincent Trees of Significance Inventory.	50% contribution up to a maximum of \$2,000	Applications accepted throughout the year until funds are exhausted or as specific needs are identified by Policy and Place	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities